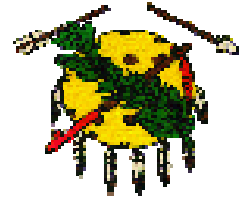


WELCOME TO THE BROKEN ARROW CITY COUNCIL MEETING



IF YOU WISH TO SPEAK AT A CITY COUNCIL MEETING

- For items on the Posted Agenda: Please fill out a “Request to Appear Before Council” form. The forms are available from the City Clerk’s table. To give everyone a fair chance to speak, please turn in your form prior to the beginning of the City Council meeting. Each speaker has up to five (5) minutes. The Mayor shall have the right to set maximum time limits for posted agenda items.
- For items not listed on the agenda: You may speak to the Council under “Citizens Opportunity to Address the Council,” which starts at approximately 8:00 p.m. Please fill out a “Request to Appear Before Council” form. The forms are available from the City Clerk’s table. To give everyone a fair chance to speak, please turn in your form prior to the beginning of the City Council meeting. Each speaker has up to five (5) minutes. “Citizens Opportunity to Address the Council” is limited to a total of 30 minutes.
- If you want someone to speak for your group, please submit together all the forms of the group and the designated speaker. The Mayor will allot additional time to speakers representing several citizens.
- Should a Council Member wish to allow a citizen who has not submitted a written request to appear before the Council, a majority vote of the Council is required.
- Applicants will have a maximum of ten (10) minutes to present testimony in favor of the applicant request and an additional five (5) minutes for rebuttal if

any opponents of the application have spoken. The Mayor, or Council by a majority vote, reserves the right to extend the presentation time.

- City staff members shall be a resource to the City Council to answer questions arising during discussion between Council Members and between Council Members and members of the public.
- Council Members may question a person addressing the Council. Time spent by Council Members who verbally respond to persons or to ask questions of City staff shall not count against the time limit.
- If you do not want to address the Council, but would like it known that you are in favor or opposition to an agenda item, please mark the appropriate section on the “Request to Appear Before the Council” form.

WHEN YOU SPEAK

- Speakers will be heard only upon recognition by the Mayor. Remarks shall be addressed to the Council as a whole and not a member thereof.
- Adjust the microphone so that it is pointed at your mouth, speak clearly, and begin by stating your name and address.
- Limit your remarks to the allotted time limit. A light system in front of the City Clerk will help you pace your remarks. A green light stays on until you reach your final minute, when a yellow light comes on. Please conclude your remarks when the red light comes on.
- Please focus on new or unique information that other speakers have not covered.